



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
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**HUMAN RESOURCES
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MILPER Policy Memorandum 00-6, Personnel Records, Officer Record Brief (ORB), and Enlisted Record Brief (ERB) Audit Procedures

1. Reference:

- a. AR 600-8-104, Military Personnel Information Management/Records.
- b. AR 600-8-1, Army Casualty Operations/Assistance/Insurance.

2. Purpose. This memorandum provides guidance and procedures on military personnel records review.

3. In accordance with AR 600-8-104, the requirement to perform annual records audits has been discontinued.

4. Soldiers will review their records during the following events:

- a. In and out processing and pre-separation processing.
- b. Prior to combat zone deployments, or at HQDA, principal official discretion.
- c. In preparation for promotion/selection boards.
- d. Schedule an appointment to update the ORB or ERB by contacting the following: Personnel Records Division, Military Personnel Service Center, (703) 602-0489/0484 for enlisted and (703) 602-0518/0522 for officers.

5. In accordance with AR 600-8-1 DD Form 93 and SGLIV 8286 will be reviewed annually. Soldiers will accomplish this review during the following events:

- a. In and out processing.
- b. Any record audit.

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- c. In conjunction with, or prior to any deployment or exercise.
 - d. There is a change in any item except unit.
 - e. A new 93 and SGLI will be prepared and verified after 5 years even when there are no changes.
6. This memorandum supersedes MILPER Policy Memorandum 00-6, dated 23 March 2004.
7. The proponent for this policy memorandum is the Personnel Records Division, Military Personnel Service Center, (703) 602-0478.



D. J. LOGAN JR.
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